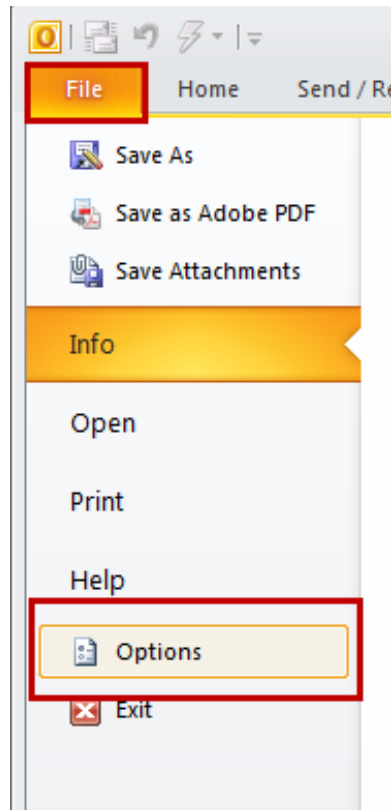


OUTLOOK 2010

Instructional Steps

How to Change the Default Appointment Reminder Value

1. Click "File" then "Options"



- From the Option menu click on “Calendar” then change the “Default Reminder” value and click “OK”

